

Office of Independent Program and Cost Evaluation

Studies & Analysis Division Charter

1. Purpose

The Office of Independent Program and Cost Evaluation (IPCE) is an independent assessment organization that provides objective, transparent, and multidisciplinary analysis to inform strategic decision-making. Within IPCE, the Studies and Analysis Division (S&A) conducts strategic planning studies at the request of the Administrator and his designees. S&A also provides independent analysis of issues of concern to the Administrator, Deputy Administrator, Associate Administrator and Agency governing councils.

2. Scope

Working directly with Agency staff offices, Mission Directorates, and Centers, S&A manages Agency-level planning studies. Such studies typically encompass NASA strategic issues or cross-Mission Directorate or cross-Center issues. Results of studies are presented to the Strategic Management Council, the Administrator, and others as directed.

3. Areas of Responsibility

3.1. Strategic Planning Studies

S&A is responsible for inputs to the strategic planning process. Such studies are typically requested by the Administrator or his designees and encompass issues of strategic concern to NASA. Findings are briefed to the Administrator, Deputy Administrator, Associate Administrator and the Strategic Management Council. Following direction from the Administrator, these findings are coordinated with the Strategic Investments (SI) Division, Office of the Chief Financial Officer, for inclusion in annual budgeting and the tri-annual Strategic Plan, as appropriate.

3.2. Cross Mission Directorate and Cross Center Studies

S&A occasionally conducts studies—at the request of the Administrator—of issues that do not represent NASA-wide strategic issues but do cross Mission Directorate lines of authority. Such studies are coordinated with the Mission Directorate/Centers involved and are briefed to Mission Directorate/Center senior management before presentation to the Administrator.

3.3. Other Studies

S&A conducts other studies as requested by the Administrator and his designees.

4. Functions

S&A is responsible for the following functions:

- Strategic studies across the full range of Agency issues;
- Studies of cross-Mission Directorate and cross-Center issues;
- Other studies as directed;
- Reporting results of studies as fact-based findings with options that lead to clear decisions;
- Reporting findings of studies to the Administrator, Deputy Administrator, Associate Administrator, Mission Directorate Associate Administrators, Center Directors, and Agency Management Councils.

5. Organization

Studies are assigned based on individual expertise and team leadership capability. Teams are very small. Expertise from throughout NASA and, if needed, throughout the nation is utilized to conduct specific subject area studies. Studies with significant non-NASA involvement are typically reviewed by a senior team of highly experienced subject matter experts.